



Response to Allegheny County ERP Proposal March 31, 2010

1 Enterprise Resource Planning (ERP) Software Licensing

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- 1.2 The MLA will be ultimately administered after ERP Implementation Services (see paragraph 2. below) are completed, by a Shared-Service Organization (SSO) to be formed between the City and County.
- 1.3 The MLA administered by the SSO shall be available for use, in whole or in part, by the City, County, or any City or County Authority.
- 1.4 Under the MLA, component units shall be sub-licensees, with separate and independent financial and legal responsibility.
- 1.5 During ERP Implementation, the County shall continue to own and administer its own ERP software license(s), until such time as when the City's license is transferred to the SSO.
- 1.6 The software license agreement by the City for eventual transfer to an SSO shall not reduce the licensing privileges currently benefitting the County, but may result in access to additional or supplemental modules that will benefit both the City and County. (see Attachment 1 – JD Edwards Product Listing that will be changing to reflect MLA negotiations with Oracle)

2 ERP Implementation Services

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- 2.2 Staff from the County Controller and County Division of Computer Services will provide knowledge leadership because the County has operated JDE ERP for eight years.
- 2.3 The County and the City will each assign one (1) equal co-project manager for the implementation of JDE ERP.
- 2.4 The JDE ERP project team will consist of mutually agreed upon quantity of City and County resources. County resources will be compensated at a mutually agreeable rate for services rendered, as incurred, on a time and materials basis.
- 2.5 The City may employ independent consultants as City resources on the JDE ERP project team.
- 2.6 The back-end JDE ERP system, configuration, and core financial business processes will be shared between the County and City. Appropriate controls will be in place to ensure the City and County have a completely independent and secure database structure.
- 2.7 Historical City data conversion will be minimized within the scope of this implementation.
- 2.8 ERP Implementation Services will begin as soon as mutually agreeable after March 31, 2010.
- 2.9 The proposed time-line is:
 - 2.9.1.1 A system will be setup and running in parallel to the City's existing software from October through December 2010.
 - 2.9.1.2 Go-live of core financials will be on December 31, 2010 with on-going implementation support provided until March 31, 2011.
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3 Hardware, Data Storage, Disaster Recovery, and Software Related to Data Center Operations (IT Infrastructure)

- 3.1 The location of back-end system physical IT Infrastructure, including any required expansion of the City's or County's current Hardware, Data Storage, Disaster Recovery, and Software Related to Data Center Operations, will be determined by the mutually agreeable selection of an independent 3rd party consultant.
- 3.2 The independent consultant will complete by April 30 a survey and report of City and County IT Infrastructure, at the full expense of the City. The report will recommend the best hardware set-up/configuration and most appropriate location for JDE IT Infrastructure.
- 3.3 The City's JDE IT Infrastructure operations will require knowledge leadership of staff from the County Controller and County Division of Computer Services.
 - 3.3.1 The City's and County's JDE IT Infrastructure operations will be supported and managed by mutually agreed upon County and City staff. Use of County staff will be compensated at a mutually agreeable rate for services rendered, as incurred, on a time and materials basis.
- 3.4 The City's and County's JDE IT Infrastructure operations will share day-to-day operational costs, as incurred, based upon mutually agreeable terms and conditions.

4 Post-Implementation JDE ERP Support Services

- 4.1 The existing JDE Service Center, in place within the County, will expand to provide support for the City based upon mutually agreed upon Service Level Agreement and metrics to share costs based upon actual usage and needs.
- 4.2 The City will be granted seats on all County JDE Advisory Boards. The board will provide guidance and approve any changes to the structure and responsibilities defined in the Service Level Agreement.
- 4.3 The Service Level Agreement (SLA) will define the relationship between the City and the JDE Service Center until such time as an SSO is formed by the City and County. The SLA document will define services, availability, responsibilities, expectations, and metrics to define the allocation of on-going service costs between the County and City.



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JDE Software (ERP) Licensing – to Oracle and DLT Solutions	TBD	Currently negotiating specific licensing terms. Where County benefits from additional license access, City will receive credit in the form / value of implementation services from the County.
Hardware, Data Storage, Disaster Recovery, and Software Related to Data Center Operations (IT Infrastructure) – to Vendors, County, or City	TBD	City will be responsible for direct Hardware, Data Storage, Disaster Recovery, and Software Related to Data Center Operations costs associated with expansion of system to accommodate the City. This will be determined by an independent third party consultant who will provide specifications for the IT Infrastructure needs related to this project. Where County also benefits from expansion, costs would be allocated to the County.
JDE ERP Implementation Services – to County and Vendors	TBD	City and County will jointly develop a project implementation services budget, consisting of payroll costs for County employees as well as any additional direct costs the County incurs as a result of the City. Additionally, the City will be responsible for any jointly procured 3 rd -party consulting services to assist with implementation and customization.
TOTAL		
JDE Software Maintenance – to Oracle or other ERP Vendors	TBD	Currently negotiating specific licensing terms. When Master License Agreement is transferred to SSO, software maintenance fees will be shared based on clear and definable metrics jointly determined by the City and County (i.e. # of users, module usage, transactions, storage space, etc...)
JDE Support Services (Help Desk / Application Support) – to Oracle, County, and/or other Vendors	TBD	Any application support costs need to be documented and based on actual need. These costs should be shared based on clear and definable metrics (as recommended with Software Maintenance costs), which will ultimately be memorialized in the enabling agreement for the SSO.
TOTAL		



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Attachment 1 – JD Edwards Product Listing (changes to be negotiated with Oracle)

Oracle's JD Edwards EnterpriseOne Product Listing

UPK	User Productivity Kit - On Line Context Sensitive Training; 4 Modes - See It, Try It, Do It, Know It; Testing Capabilities; Manual Creation; Documentation Creation; Developer
General Ledger	Journal Entries; Allocations; Burdening; Account Reconciliation; Budgeting; Forecasting; Cash Forecasting; Cash Flow; Accrual, Modified Accrual, Cash Basis Accounting; Consolidations; Organizational Setup and Controls; Advanced Cost Accounting
Accounts Payable	Supplier Master; Invoicing; Payments; Positive Pay; 1099 Processing; Netting
Accounts Receivable	Customer Master; Invoicing; Cash Receipts; Aging; Credit & Collections; Netting
Fixed Assets	Accounting; Depreciation; Transfer; Split; Disposal; Revaluation; Year End Processing
*Procurement and Subcontract Acctg	Vendor Master; Taxes; Requisitions; Blank Orders; Contracts; Purchase Orders; Receiving; Invoice Matching; Routing; Rebates; Encumbrance Accounting; Budget Checking; Electronic Routing/Approval
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FMCC	Financial Management Compliance Console - Dashboards; Financial Metrics; Segregation of Duties; Compliance; Alerts
Expense Management	Employee Expense Reporting; Employee Profiles; Policy Management; Credit Card/pCards; Auditing; Approval Workflow

HR/PR	Employee Master; Compensation Management; Competency Management; Performance Management; Job Classifications; Requisition Management; Applicant Tracking; Position Control; Health & Safety Management; Benefit Administration; Payroll Cycle; Interim Pay; Taxes; Step Progression; Wage Attachments; Payroll History; Government Reporting; Year End Management; Approval Workflow
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Project Costing	Project Management; Budgeting; Forecasting; Change Management; Scheduling; Job Progress; Draws
PGCA	Contracts; Account Classification Reference #; Billing; Invoicing; Retainage; Subcontract Management; Timecard Processing
Buyer Workspace	Vendor Master; Direct Connect; Commodity Code Structure; Requisition Processing; PO Creation; Approval Workflow; Receiving
Operational Sourcing	On line RFx Processing; Templates; Create Event; Event Response; Analyzing; Awarding
RSS	Requisition Self Service - Direct Connect; Commodity Code Structure; Requisition Processing; PO Creation; Approval Workflow; Receiving
SSS	Supplier Self Service - PO Acknowledgement; PO Shipment; Receipt Routing; PO Inquiry; Inventory Inquiry; Payment Inquiry; Supplier Release Scheduling; Web Portal; Vendor Registration
CAM	Capital Asset Management - Fixed Assets; Preventive Maintenance; Resource Scheduling; Equipment Master
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The City of Pittsburgh is requesting proposals to develop a best-in-class IT Infrastructure to initially support Oracle J.D. Edwards EnterpriseOne Resource Planning (JDE ERP) applications for day-to-day operations for both Allegheny County and the City of Pittsburgh. For the purposes of this request for proposal (RFP), IT Infrastructure is defined minimally as Hardware, Servers, Data Storage, Disaster Recovery, Utilities, and Software Related to Data Center Operations. RFPs are due by Friday, April 30, 2010.

Allegheny County is in their 8th year using core JDE ERP with an IT Infrastructure located on the 6th floor in the County Office Building, 542 Forbes Avenue, Room 621, Pittsburgh, PA 15219.

The City of Pittsburgh has an IT Infrastructure located on the 6th floor in the City County Building, 414 Grant Street, Room 612, Pittsburgh, PA 15219.

The City of Pittsburgh will be implementing during 2010 the same core JDE ERP modules, with significant leadership assistance from County staff because of their JDE ERP configuration and implementation knowledge.

Part of the joint City-County JDE ERP agreement is to determine the location of the back-end system physical IT Infrastructure, including any required expansion of the City's or County's current Hardware, Servers, Data Storage, Disaster Recovery, Utilities, and Software Related to Data Center Operations. The supplier selected through this RFP process will lead or assist in specifying, developing a transition plan, and achieving a best-in-class IT Infrastructure.

The scope of work will include:

- o A detailed survey and report of existing City and County IT Infrastructure
- o In-depth understanding, definition, and sizing of shared IT Infrastructure services for both core JDE ERP and future ERP (5 years out) modules
- o In-depth understanding and definition of sharing IT Infrastructure services for other non-JDE ERP applications
- o Recommendations to achieve a shared best-in-class IT Infrastructure set-up and configuration for a single JDE ERP production environment
- o Recommendations and risks to using IT Infrastructure at alternative locations
- o Detailed return on investment and total cost of operations analysis for 5 years out
- o Detailed staffing, service level, and skill set analysis for 5 years out.

The City of Pittsburgh is requesting assistance with defining real-world requirements, advising on the most effective process for achieving County and City goals, and bringing to our attention the latest market intelligence regarding rates, terms, conditions, service levels, provisioning, support and IT Infrastructure operations and performance.



DLT/
Oracle

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